

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

January 10, 2007

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TITLE:	Administrative Specialist
POSITION NO:	70914
LOCATION:	Technology Services Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MEA/MFT
PAY GRADE:	Pay Plan 20, Pay Band 3
STARTING SALARY:	\$20,149 - \$25,188 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, January 25, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov

SPECIAL INFORMATION: A resume is due at time of application. This position may be required to work extra hours to meet critical deadlines under stressful conditions. Travel may be required to other parts of the state and could involve overnight stays and weekends.

TYPICAL DUTIES: Under general supervision, this position participates in fiscal management, coordinates programmatic activities and provides technical assistance and support to the division administrator, bureau chiefs and fiscal manager. Prepares resource and research materials for bureau chief meetings; assists fiscal manager in monitoring, tracking and reporting division financial conditions to meet state and federal project reporting requirements; and responds to inquiries from the public, members of the legislature and others.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of the principles and practices of office management and administration; complex office management techniques and financial reports; schedule events, meetings and travel arrangements; establish work priorities; DPHHS services

and programs; state statutes, rules and regulations; Excel or comparable spreadsheet software and Microsoft products.

Skills: Skill in oral and written communication; fiscal analysis and record-keeping; organizational structures; computer systems operations and development; and proficiency in the use of a personal computer.

Abilities: Ability to work cooperatively with others in a stressful and high demand environment with minimal supervision; follow written and verbal instructions; establish and maintain effective working relationships with division personnel, private contractors and the public; and manage multiple concurrent projects.

EDUCATION/EXPERIENCE REQUIRED: The above knowledge, skills and abilities are typically acquired through two years of job-related college, vocational training or technical course work in business **AND** five years of technical administrative work experience. Experience working with the state's financial systems (SABHRS, MBARS, AWACS-CCS, AWACS FISCAL) is preferred. Equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseen circumstances arise, transcripts will be required prior to job offer.**
4. A resume is due at time of application; and
5. Supplemental question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services
Title: Administrative Specialist
Position: #70914
Location: Technology Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please briefly describe your experience working in a high demand office environment coordinating tasks assigned by several people.